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STATE OF LOUISIANA Annual Financial Statements Fiscal Year Ending June 30, 2008

LA Board for Hearing Aid Dealers PO Box 6016 Monroe LA 71211 (Agency Name & Mailing Address)

Division of Administration Office of Statewide Reporting and Accounting Policy P. O. Box 94095 Baton Rouge, Louisiana 70804-9095

Legislative Auditor P. O. Box 94397 Baton Rouge, Louisiana 70804-9397

Physical Address: 1201 N. Third Street Claiborne Building, Suite 6-130 Baton Rouge, Louisiana 70802

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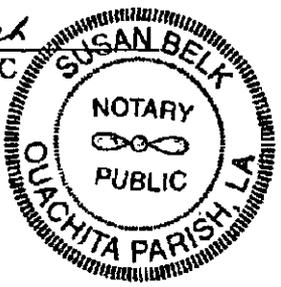
AFFIDAVIT

Personally came and appeared before the undersigned authority, Resa Brady (Name) Administrative Secretary (Title) of LA Board for Hearing Aid Dealers (Agency) who duly sworn, deposes and says, that the financial statements herewith given Dealers present fairly the financial position of LA Board for Hearing Aid Dealers (agency) at June 30, 2008 and the results of operations for the year then ended in accordance with policies and practices established by the Division of Administration or in accordance with Generally Accepted Accounting Principles as prescribed by the Governmental Accounting Standards Board. Sworn and subscribed before me, this 26th day of August, 2008.

Resa Brady Signature of Agency Official

Susan Belk NOTARY PUBLIC

SUSAN BELK, Notary Public Ouachita Parish, Louisiana Commission for Life Notary ID# 061403



Prepared by: Resa Brady Title: Administrative Secretary Telephone No.: 318-362-3014 Date: 8-26-08

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 11/12/08



State of Louisiana

The Louisiana State Board for Hearing Aid Dealers

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August 6, 2008

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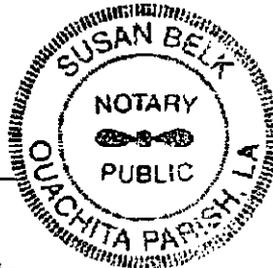
Dear Sirs:

This is to certify that the Louisiana Board for Hearing Aid Dealers received less than \$ 50,000 in funds for the fiscal year ending 6/30/08.

Resa Brady 8/26/08

Resa Brady
Administrive Secretary

Susan Belk
Notary



SUSAN BELK, Notary Public
Ouachita Parish, Louisiana
Printed Name Commission for Life
Notary ID# 061403

ID Number

Date Commission Expires

STATE OF LOUISIANA

La. Board of Hearing Aid Dealers (agency)

COMBINED BALANCE SHEET – ALL APPROPRIATED AND NON-APPROPRIATED FUNDS
AS OF JUNE 30, 20⁰⁸

		APPROPRIATED		
		General & Auxiliary Appropriation Fund		
		System Balance	Adjustments	Restated Balance
		I	II	III
A	ASSETS			
1	Cash in state treasury – means of financing	\$ _____	\$ _____	\$ _____
2	Cash in state treasury – ISIS operating fund	_____	_____	_____
3	Cash in state treasury – payroll clearing fund	_____	_____	_____
4	Cash in bank accounts (Note C)	_____	_____	_____
5	Petty cash	_____	_____	_____
5A	Investments	_____	_____	_____
6	Receivables:			
7	Due from General Fund	_____	_____	_____
8	Due from Interim Emergency Board	_____	_____	_____
9	Due from federal government	_____	_____	_____
10	Due from fees and self-generated revenue	_____	_____	_____
11	Due from other agencies (IAT)	_____	_____	_____
12	Due from Auxiliary – self-generated revenue	_____	_____	_____
13	Due from inter/intra fund transfers	_____	_____	_____
14	Other (attach schedule)	_____	_____	_____
15	Due from other funds:	_____	_____	_____
16		_____	_____	_____
17		_____	_____	_____
18	Prepaid expenses	_____	_____	_____
19	Advances	_____	_____	_____
20	Inventory of materials and supplies	_____	_____	_____
21	Other assets	_____	_____	_____
22	Total assets	\$ _____	\$ _____	\$ _____
	LIABILITIES AND FUND EQUITY			
B	Liabilities:			
23	Accounts payable	\$ _____	\$ _____	\$ _____
24	Payroll payable	_____	_____	_____
25	Payroll deductions payable	_____	_____	_____
26	Accrued employee benefits payable	_____	_____	_____
27	Advance from STO for Imprest fund (Note B)	_____	_____	_____
28	Advance payable to General Fund (Note F)	_____	_____	_____
29	Income not available due to state treasury	_____	_____	_____
30	Major state revenue due to state treasury	_____	_____	_____
	Due to:			
31	Other funds	_____	_____	_____
32	Federal government	_____	_____	_____
33	Inter/intra fund transfers	_____	_____	_____
34	Deferred revenue	_____	_____	_____
35	Other liabilities	_____	_____	_____
36	Total liabilities	_____	_____	_____
C	Fund Equity			
37	Fund balance:			
38	Reserved for inventory of materials and supplies (Note E)	_____	_____	_____
39	Reserved for auxiliary funds	_____	_____	_____
40	Reserved for continuation of operations	_____	_____	_____
41	Unreserved – undesignated	_____	_____	_____
42	Total fund equity	_____	_____	_____
43	Total liabilities and fund equity	\$ _____	\$ _____	\$ _____

(Continued)

The accompanying notes are an integral part of this statement.

Statement A

NON-APPROPRIATED				TOTALS (Memorandum Only) VII
Fiduciary Type Funds				
Major State Revenues/INA IV	Agency - Schedule 6-1 V	Other - Schedule 6 VI		
A				
1	\$ _____	\$ _____	\$ _____	\$ _____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	34,400	_____
5	_____	_____	_____	_____
5A	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____
16	_____	_____	_____	_____
17	_____	_____	_____	_____
18	_____	_____	_____	_____
19	_____	_____	_____	_____
20	_____	_____	_____	_____
21	_____	_____	_____	_____
22	\$ _____	\$ _____	\$ 34,400	\$ _____
B				
23	\$ _____	\$ _____	\$ 1,085	\$ _____
24	_____	_____	_____	_____
25	_____	_____	_____	_____
26	_____	_____	_____	_____
27	_____	_____	_____	_____
28	_____	_____	_____	_____
29	_____	_____	_____	_____
30	_____	_____	_____	_____
31	_____	_____	_____	_____
32	_____	_____	_____	_____
33	_____	_____	_____	_____
34	_____	_____	_____	_____
35	_____	_____	_____	_____
36	_____	_____	1,085	_____
C				
37	_____	_____	_____	_____
38	_____	_____	_____	_____
39	_____	_____	_____	_____
40	_____	_____	_____	_____
41	_____	_____	33,315	_____
42	_____	_____	_____	_____
43	\$ _____	\$ _____	\$ 34,400	\$ _____

(Concluded)
 The accompanying notes are an integral part of this statement

Statement A

STATE OF LOUISIANA
 La Board for Hearing Aid Dealers (agency)
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
 APPROPRIATED AND NON-APPROPRIATED OTHER FUNDS
 FOR THE YEAR ENDED JUNE 30, 2008

		APPROPRIATED		
		General & Auxiliary Appropriation Fund		
		System Balance	Adjustments	Restated Balance
		I	II	III
A	REVENUES			
1	Appropriated revenues:			
2	General Fund	\$ _____	\$ _____	\$ _____
3	Interim Emergency Board	_____	_____	_____
4	Federal funds	_____	_____	_____
5	General Fund by fees and self-generated revenues	_____	_____	_____
6	General Fund by interagency transfers	_____	_____	_____
7	Auxiliary funds	_____	_____	_____
8	Other fund sources:	_____	_____	_____
9	Total appropriated revenues	_____	_____	_____
B	EXPENDITURES			
10	Appropriated expenditures:			
	Program 1	_____	_____	_____
	Program 2	_____	_____	_____
	Program 3	_____	_____	_____
	Program 4	_____	_____	_____
	Program 5	_____	_____	_____
	Program 6	_____	_____	_____
11	Total appropriated expenditures	_____	_____	_____
12	Excess (deficiency) of appropriated revenues over appropriated expenditures	_____	_____	_____
C	Other appropriated financing sources (uses):			
13	a) Transfers in	_____	_____	_____
	b) Transfers out	_____	_____	_____
	c) _____	_____	_____	_____
D	Other non-appropriated revenues: (Schedule 6)			
14	Non-appropriated revenues (Schedule 6)	_____	_____	_____
14A	Non-appropriated expenditures/transfers (Schedule 6)	_____	_____	_____
15	Excess (deficiency) of non-appropriated revenues over non-appropriated expenditures	_____	_____	_____
16	Excess (deficiency) of revenues and other sources over expenditures and other uses	_____	_____	_____
17	Fund balance at beginning of year	_____	_____	_____
18	Increase/decrease in reserve for inventory	_____	_____	_____
19	Adjustment	_____	_____	_____
20	Fund balance at end of year	\$ _____	\$ _____	\$ _____

(Continued) The accompanying notes are an integral part of this statement.

Statement B

	<u>NON-APPROPRIATED</u> Other Schedule 6 IV	TOTAL (Memorandum Only) V
A		
1	\$ _____	\$ _____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
B		
10	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
11	_____	_____
12	_____	_____
C		
13	_____	_____
	_____	_____
D		
14	27,430	_____
14A	23,360	_____
15	4,070	_____
16	4,070	_____
17	29,245	_____
18	_____	_____
19	_____	_____
20	\$ 33,315	\$ _____

(Concluded) Statement B
 The accompanying notes are an integral part of this statement

L.A. Board for Hearing Aid Dealers

(Agency Name)

STATE OF LOUISIANA

Schedule No. _____
ISIS Agency No. _____

GENERAL OPERATING APPROPRIATION FUNDS
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGETARY COMPARISON
CURRENT YEAR APPROPRIATION (BUDGET - LEGAL BASIS)
FOR THE YEAR ENDED JUNE 30, 20_08

PROGRAMMATIC BUDGETING

GENERAL APPROPRIATION

	Cash Basis I	Adjustment II	Accrual III	Agency Accrual Adj. IV	Total V	Revised Budget VI	Favorable (Unfavorable) VII
A REVENUES							
1 Appropriated by Legislature:							
2 State General Fund	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3 Interim Emergency Board	_____	_____	_____	_____	_____	_____	_____
4 Federal Funds	_____	_____	_____	_____	_____	_____	_____
5 State General Fund by fees and self generated revenues	_____	_____	_____	_____	_____	_____	_____
6 State General Fund by interagency receipts	_____	_____	_____	_____	_____	_____	_____
7 Auxiliary funds	_____	_____	_____	_____	_____	_____	_____
8 Other appropriated fund sources:							
9 _____ fund	_____	_____	_____	_____	_____	_____	_____
10 _____ fund	_____	_____	_____	_____	_____	_____	_____
11 Total appropriated revenue	_____	_____	_____	_____	_____	_____	_____
B EXPENDITURES (List Programs)							
Appropriated expenditures:							
12 Program 1	_____	_____	_____	_____	_____	_____	_____
13 Program 2	_____	_____	_____	_____	_____	_____	_____
14 Program 3	_____	_____	_____	_____	_____	_____	_____
15 Program 4	_____	_____	_____	_____	_____	_____	_____
16 Program 5	_____	_____	_____	_____	_____	_____	_____
17 Program 6	_____	_____	_____	_____	_____	_____	_____
Excess (deficiency) of appropriated revenues over appropriated expenditures	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

La. Board for Hearing Aid Dealers

(Agency Name)

STATE OF LOUISIANA

Schedule No. _____
ISIS Agency No. _____

**SCHEDULE OF APPROPRIATED REVENUE BY TYPE
GENERAL OPERATING APPROPRIATION FUNDS
FOR YEAR ENDED JUNE 30, 20__**

Appropriated Revenue Fund	ISIS Appr Number I	Revenue Source Code II	Classified Cash Receipts Through June 30, 20__ III	Unclassified Cash Receipts at June 30, 20__ IV	Total Cash Deposit with Treasury (III + IV) V	Accounts Receivable at June 30, 20__ VI	Agency Adjustment to Modified Accrual Only VII	Total Revenue VIII
Federal funds								
A-1			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
A-2			_____	_____	_____	_____	_____	_____
A-3			_____	_____	_____	_____	_____	_____
A Subtotal - Federal funds			_____	_____	_____	_____	_____	_____
State General Fund by fees and self generated revenues								
B-1			_____	_____	_____	_____	_____	_____
B-2			_____	_____	_____	_____	_____	_____
B-3			_____	_____	_____	_____	_____	_____
B-4			_____	_____	_____	_____	_____	_____
B Subtotal - General Fund by fees and self generated			_____	_____	_____	_____	_____	_____
State General Fund by interagency receipts								
C-1			_____	_____	_____	_____	_____	_____
C-2			_____	_____	_____	_____	_____	_____
C Subtotal - General Fund by interagency receipts			_____	_____	_____	_____	_____	_____
Auxiliary funds								
D-1			_____	_____	_____	_____	_____	_____
D-2			_____	_____	_____	_____	_____	_____
D-3			_____	_____	_____	_____	_____	_____
D Subtotal - Auxiliary funds			_____	_____	_____	_____	_____	_____
Other funds								
E-1			_____	_____	_____	_____	_____	_____
E-2			_____	_____	_____	_____	_____	_____
E-3			_____	_____	_____	_____	_____	_____
E Subtotal - Other funds			_____	_____	_____	_____	_____	_____
F Total appropriated revenue			\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ -0-

Louisiana Board for Hearing Aid Dealers

(Agency Name)
STATE OF LOUISIANA

Schedule No.
ISIS Agency No.

SCHEDULE OF NON-APPROPRIATED (MAJOR STATE REVENUE & INCOME NOT AVAILABLE)
FOR THE YEAR ENDED JUNE 30, 2008

ISIS Appropriation Number and Title	Revenue Organization Number II	Revenue Source Code III	Classified Cash Receipts through June 30, 2008 IV	Unclassified Cash Receipts at June 30, 2008 V	Total Cash on Deposit with Treasury VI	Accounts Receivable at June 30, 2008 VII	Agency Adjustment to Modified Accrual Only VIII	Total Revenue IX
Income not available:			\$	\$	\$	\$	\$	\$
A-1								
A-2								
A-3								
A-4								
A Subtotal Income not available								
Major State Revenue:								
B-1								
B-2								
B-3								
B-4								
B-5								
B-6								
B-7								
B-8								
B-9								
B Subtotal Major State Revenue								
Other Non-Appropriated:								
C-1								
C-2								
C-3								
C Subtotal Other Non-Appropriated								
D Total Non Appropriated Fund Sources			\$	\$	\$	\$	\$	\$

STATE OF LOUISIANA
La. Board for Hearing Aid Deale(agency)
 ESCROW FUND
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
 FOR THE YEAR ENDED JUNE 30, 2008

Balance at beginning of year		\$	
Revenues (additions July 1, 2007 through June 30, 2008):			
Expenditures (deductions July 1, 2007 through June 30, 2008):			
Balance as of June 30, 2008			
Accruals			
Receivables:			
Amount classified in 2008 (July 1, 2008 through August 14, 2008)			
*Amount classified in 2009 (July 1, 2008 through August 14, 2008)			
**Amount not classified as of August 14, 2008 (GASB 34 full accrual)			
Payables:			
Amount paid in 2008 (July 1, 2008 through August 14, 2008)			
*Amount paid in 2009 (July 1, 2008 through August 14, 2008)			
**Amount not paid as of August 14, 2008 (GASB 34 full accrual)			
Balance at end of year		\$	-0-

*Should be accruals for prior year activity but reflected in the 2009 fiscal year.
 **Should be accruals for prior year activity not yet reflected in the financial system.

Disclose GASB 34 Para 111 amounts not included in this schedule, and the ultimate fund in which they are recorded (see instructions):

<u>Agency</u>	<u>Amount</u>	<u>Ultimate Fund Recorded In</u>
	\$	
	\$	
	\$	
	\$	

Prepared By _____
 Telephone _____ Email _____

GASB 34 REVENUE ACCRUALS FOR THE YEAR ENDED JUNE 30, _____
 (rounded to dollars)

Schedule Number _____
 ISIS Agency Number _____

Organization #	Object	MODIFIED ACCRUAL				PRIOR YEAR FULL ACCRUAL ADJUSTMENTS			
		Per ISIS	Per Agency Adj.	Per ISIS	Per Agency Adj.	Gross Adj. to Rev./Rec.	Allowance Amount	Total	Total
A	B	C (A+B)	D	E	F (D+E)	G (C+F)	H	I	J (H+I)
Revenue @ 6/30									
		\$	\$	\$	\$	\$	\$	\$	\$
Schedule 3									
Federal Funds									
Self Generated									
Total - Schedule 3									
Schedule 4									
INA									
Major State Revenue:									
Total - Schedule 4		\$	\$	\$	\$	\$	\$	\$	\$

STATE OF LOUISIANA
 La Board for Hearing Aid Dealers (agency)
 Comparison Figures

Schedule No. _____
 ISIS Agency No. _____

To assist OSRAP in determining the reason for the change in financial position for the state, please complete the schedule below. If the change in revenues or expenditures is more than \$3 million from the previous year's figures, explain the reason for the change. (Add additional sheets as necessary for the explanation section.)

	<u>2008</u>	<u>2007</u>	<u>Difference</u>	<u>Percentage Change</u>
1) Revenues (a)	\$ 27,430	\$ 24,929	\$ 2,501	10%
Expenditures (b)	23,360	15,960	7,400	46%

Explanation for change: _____

(a) Revenues must equal the following:

- Total revenue on Schedule 3 or Schedule 3-1, if prepared
- + Full current year accrual revenues on Schedule 14
- Full prior year accrual revenues on Schedule 14
- + 2008 Payroll Federal revenue accrual from Note R
- 2007 Payroll Federal revenue accrual from Note R

(b) Expenditures must agree with total expenditures on Schedule 1 or Schedule 3-1, if prepared, plus 2008 payroll accrual, less 2007 payroll accrual

2) To assist OSRAP in determining the reason for the change s in the budget, please complete the schedules below. If the change is more than \$3 million or 10%, explain the reason for the difference. (Add additional sheets as necessary for the explanation section.)

	<u>2008 Original Budget (c)</u>	<u>2008 Final Budget (d)</u>	<u>Difference</u>	<u>Percentage Change</u>
Revenues	\$ 31,025	\$ 31,025	\$ -0-	
Expenditures	31,025	31,025	-0-	

Explanation of change: _____

	<u>2008 Final Budget (d)</u>	<u>2008 Actual (e)</u>	<u>Difference</u>	<u>Percentage Change</u>
Revenues	\$ 31,025	\$ 31,025	\$ -0-	
Expenditures	31,025	31,025	-0-	

Explanation of change: _____

(c) The original budget amount should equal the budget amount appropriated by the Legislature (Act 18).

(d) The final budget amount should equal the original budgeted amount plus or minus all of the BA7's (revisions), and it can be found on Schedule 1, column 6.

(e) Actual revenues and expenditures can be found on Schedule 1, column 5.

NOTES TO THE FINANCIAL STATEMENT & APPENDICIES

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STATE OF LOUISIANA

LA. Board for Hearing Aid Dealers (Agency)

NOTES TO THE FINANCIAL REPORTS FOR THE YEAR ENDED JUNE 30, 2008

INTRODUCTION

The Board is an agency of the State of Louisiana reporting entity and was created in accordance with Title _____, Chapter _____ of the Louisiana Revised Statutes of 1950 as a part of the _____ branch of government. The Board is charged with overseeing Hearing Aid Dealers within the State of Louisiana.

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Board prepared its financial statements in accordance with the procedures established by the Division of Administration. The financial activities of the Board are accounted for on a fund basis whereby a set of separate, self-balancing accounts are maintained to account for appropriated or authorized activities. The information presented herein, is reported under the modified accrual basis of accounting as prescribed by GAAP for fund level reporting.

The general fixed assets and long-term obligations of the agency are not recognized in the accompanying financial reports presented at fund level. All capital assets of the primary government are, however, reported at the government-wide level of reporting, as required by GAAP.

Annually the State of Louisiana issues a comprehensive annual financial report which includes the activity contained in the accompanying financial statements. The comprehensive annual financial report is audited by the Louisiana Legislative Auditor.

1. FUND ACCOUNTING

General Operating Appropriations

The General Operations Fund is used to account for all general and auxiliary fund appropriated operating expenditures and minor capital acquisitions. All appropriated general and auxiliary operations revenue is accounted for in this fund.

Non-Appropriated Funds (describe each Non-Appropriated Fund)

Major State Revenues and Income Not Available - The agency collects major state revenues that are remitted to the State Treasury for deposit to statutorily dedicated funds. In addition, the agency collects funds specifically identified by the Division of Administration - Budget Office as Income Not Available that are remitted to the State Treasury. These amounts are not available to the agency for expenditure and are, therefore, not included on Statement B but are detailed on Schedule 4.

Payroll Clearing Fund - The Payroll Clearing Fund is used to account for payroll deductions and accrued benefits.

The non-appropriated funds relating to Major State Revenues, Income Not Available and Payroll Clearing are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

STATE OF LOUISIANA
La. Board for Hearing Aid Dealers (Agency)
**NOTES TO THE FINANCIAL REPORTS
FOR THE YEAR ENDED JUNE 30, 2008**

For purposes of this statement presentation, collections in excess of Appropriated Means of Financing are not considered income not available and therefore are included on *Statement B*.

2. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The accounts of the Board are maintained in accordance with applicable statutory provisions and the regulations of the Division of Administration - Office of Statewide Reporting and Accounting Policy as follows:

Revenues - State General Fund and Interim Emergency Board appropriations are recognized as the net amount warranted during the fiscal year including the 45 day close period.

Fees and self-generated revenues, interagency transfers, federal funds, intrafund revenues, non-appropriated revenues, and other financing sources (with the exception of agency funds) are recognized in the amounts earned, to the extent that they are both measurable and available. (Describe other basis of revenue recognition which differs from this.)

Expenditures - Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except that obligations of employees' vested annual and sick leave are recorded as expenditures when paid. (List any other exceptions.)

B. IMPREST FUNDS

1. ISIS AGENCIES

The agency maintains a permanent Travel and Petty Cash Imprest Fund in the amount of \$_____ as authorized by the Commissioner of Administration and advanced by the State Treasurer's Office in accordance with Title 39. The funds are permanently established and periodically replenished from agency operating funds when expenditure vouchers are presented.

2. NON-ISIS AGENCIES

The agency maintains a Petty Cash Fund in the amount of \$_____ as authorized by the Commissioner of Administration in accordance with Title 39 of the Louisiana Revised Statutes. The fund is established at the beginning of the fiscal year from the agency's regular operating appropriation and is closed at the end of the fiscal year. The fund is periodically replenished from agency operating appropriation when expenditure vouchers are presented during the fiscal year. The established base amount is considered an internal agency fund; however, the requirement for repayment of the fund to the operating appropriation at the end of the fiscal year eliminates the need for the fund to be reported in these financial statements.

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C. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS (If all agency cash and investments are deposited in the State Treasury, disregard Note C.)

1. DEPOSITS WITH FINANCIAL INSTITUTIONS (CASH NOT IN STATE TREASURY)

For reporting purposes, deposits with financial institutions include savings, demand deposits, time deposits, and certificates of deposit. Under state law the _____ agency may deposit funds with a fiscal agent bank selected and designated by the Interim Emergency Board. Further, the agency may invest in time certificates of deposit in any bank domiciled or having a branch office in the State of Louisiana, savings accounts or shares of savings and loan associations and savings banks and in share accounts and share certificate accounts of federally or state chartered credit unions.

As reflected on Statement A, the _____ agency had deposits in bank accounts totaling \$ 34,400 at June 30, 2008. Deposits in bank accounts are stated at cost, which approximates market. Under state law these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank in the form of safekeeping receipts held by the state treasurer. The deposits at June 30, 2008, consisted of the following:

	<u>Cash</u>	<u>Nonnegotiable Certificates of Deposit</u>	<u>Other (Describe)</u>	<u>Total</u>
Balance per agency books	\$ <u>34,400</u>	\$ _____	\$ _____	\$ <u>34,400</u>
Deposits in bank accounts per bank	\$ <u>34,400</u>	\$ _____	\$ _____	\$ <u>34,400</u>
Bank balances of deposits exposed to custodial credit risk:				
a. Deposits not insured and uncollateralized	\$ <u>0</u>	\$ _____	\$ _____	\$ <u>0</u>
b. Deposits not insured and collateralized with securities held by the pledging institution	<u>0</u>	_____	_____	<u>0</u>
c. Deposits not insured and collateralized with securities held by the pledging institution's trust department or agent <u>but not in entity's name</u>	<u>0</u>	_____	_____	<u>0</u>

NOTE: The "Deposits in bank accounts per bank" will not necessarily equal the "Balance per agency books".

GASB Statement 40 amended GASB Statement 3 to eliminate the requirement to disclose all deposits by three categories of risk. GASB Statement 40 requires only the separate disclosure of deposits that are considered to be exposed to custodial credit risk. An entity's deposits are exposed to custodial credit risk if the deposit balances are either 1) uninsured and uncollateralized, 2) uninsured and collateralized with securities held by the pledging

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financial institution, or 3) uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the entity's name.

The following is a breakdown by banking institution, program and amount of the bank balances shown above:

	<u>Banking institution</u>	<u>Program</u>	<u>Amount</u>
1.	Chase Bank		\$ 34,400
2.			
3.			
4.			
	Total		\$ _____

2. INVESTMENTS

The Board (agency) does (does not) maintain investment accounts as authorized by (note legal provisions authorizing investment by the agency).

A. Custodial Credit Risk

Investments can be exposed to custodial credit risk if the securities underlying the investment are uninsured, not registered in the name of the entity, and are held by either a counterparty or held by a counterparty's trust department or agent but not in the entity's name. Repurchase agreements are not subject to credit risk if the securities underlying the repurchase agreement are exempt from credit risk disclosure. Using the following table, list each type of investment disclosing the carrying amount, market value, and applicable exposure to custodial credit risk.

Beginning with fiscal year ending June 30, 2004, GASB Statement 40 amended GASB Statement 3 to eliminate the requirement to disclose all investments by the three categories of risk. GASB Statement 40 requires only the separate disclosure of investments that are considered to be exposed to custodial credit risk. Those investments exposed to custodial credit risk are reported by type in one of two separate columns depending upon whether they are held by a counterparty, or held by a counterparty's trust department or agent not in the entity's name. In addition, the total reported amount and fair value columns still must be reported for total investments (regardless of exposure to custodial credit risk).

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<u>Type of Investment</u>	<u>Investments Exposed to Custodial Credit Risk</u>		<u>All Investments Regardless of Custodial Credit Risk Exposure</u>	
	<u>Uninsured, *Unregistered, and Held by Counterparty</u>	<u>Uninsured, *Unregistered, and Held by Counterparty's Trust Dept. or Agent Not in Entity's Name</u>	<u>Reported Amount Per Balance Sheet</u>	<u>Fair Value</u>
Negotiable CDs	\$ _____	\$ _____	\$ _____	\$ _____
Repurchase agreements	_____	_____	_____	_____
U.S. Government Obligations **	_____	_____	_____	_____
U.S. Agency Obligations	_____	_____	_____	_____
Common & preferred stock	_____	_____	_____	_____
Mortgages (including CMOs & MBSs)	_____	_____	_____	_____
Corporate bonds	_____	_____	_____	_____
Mutual funds	_____	_____	_____	_____
Real estate	_____	_____	_____	_____
Other: (identify)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Total investments	\$ 0	\$ 0	\$ 0	\$ 0

* Unregistered - not registered in the name of the government or entity

** These obligations generally are not exposed to custodial credit risk because they are backed by the full faith and credit of the U.S. government. (See Appendix A for the definition of U.S. Government Obligations)

3. DERIVATIVES

The Board does (does not) maintain investments in derivatives as part of its investment policy. If so, list the exposure to risks from these investments as follows:

Credit risk _____
 Market risk _____
 Legal risk _____

Technical Bulletin 2003-1 requires certain note disclosures for derivatives that are not reported at fair value on the Statement of Net Assets. See Appendix A for more details and disclose any of these required note disclosures below, if applicable.

4. CREDIT RISK, INTEREST RATE RISK, CONCENTRATION OF CREDIT RISK, AND FOREIGN CURRENCY RISK DISCLOSURES

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A. Credit Risk of Debt Investments

Disclose the credit risk of debt investments by credit quality ratings as described by rating agencies as of the fiscal year end, including the rating agency used (Moody's, S&P, etc.). All debt investments regardless of type can be aggregated by credit quality rating (if any are unrated, disclose that amount).

<u>Rating Agency</u>	<u>Rating</u>	<u>Fair Value</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	\$ 0

B. Interest Rate Risk

Disclose the interest rate risk of debt investments by listing the investment type, total fair value, and breakdown of maturity in years for each debt investment type. (Note – Total debt investments reported in this table should equal total debt investments reported in Section A. – Credit Risk of Debt Investments)

<u>Type of Debt Investment</u>	<u>Fair Value</u>	<u>Investment Maturities (in Years)</u>			
		<u>Less Than 1</u>	<u>1 - 5</u>	<u>6 - 10</u>	<u>Greater Than 10</u>
U.S. Government obligations	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
U.S. Agency obligations	_____	_____	_____	_____	_____
Mortgage backed securities	_____	_____	_____	_____	_____
Collateralized mortgage obligations	_____	_____	_____	_____	_____
Corporate bonds	_____	_____	_____	_____	_____
Other bonds	_____	_____	_____	_____	_____
Mutual bond funds	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Total debt investments	\$ 0 -	\$ 0 -	\$ 0 -	\$ 0 -	\$ 0 -

List the fair value and terms of any debt investments that are highly sensitive to changes in interest rates due to the terms (e.g. coupon multipliers, reset dates, etc.) of the investment. See Appendix A for examples of debt investments that are highly sensitive to changes in interest rates.

<u>Debt Investment</u>	<u>Fair Value</u>	<u>Terms</u>
_____	\$ _____	_____
NONE	_____	_____

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Total \$ 0
 C. Concentration of Credit Risk

List, by amount and issuer, investments in any one issuer that represents 5% or more of total investments (not including U.S. government securities, mutual funds, and external investment pools).

<u>Issuer</u>	<u>Amount</u>	<u>% of Total Investments</u>
_____	\$ _____	_____
_____	_____	_____
_____	_____	_____
Total	\$ <u>0</u>	

D. Foreign Currency Risk

Disclose the U.S. dollar balances of any deposits or investments that are exposed to foreign currency risk (deposits or investments denominated in foreign currencies). List by currency denomination and investment type, if applicable.

<u>Foreign Currency</u>	<u>Fair Value in U.S. Dollars</u>	
	<u>Bonds</u>	<u>Stocks</u>
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
Total	\$ <u>0</u>	\$ <u>0</u>

5. POLICIES

Briefly describe the deposit and/or investment policies related to the custodial credit risk, concentration of credit risk, and foreign currency risk disclosed in this note. If no policy exists concerning the risks disclosed, please state that fact.

N/A

6. OTHER DISCLOSURES REQUIRED FOR INVESTMENTS HELD OUTSIDE OF STO

- a. Investments in pools managed by other governments or mutual funds N/A
- b. Securities underlying reverse repurchase agreements _____
- c. Unrealized investment losses _____
- d. Commitments as of June 30, ____, to resell securities under yield maintenance repurchase agreements:

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1. Carrying amount and market value at June 30 of securities to be resold _____
2. Description of the terms of the agreements _____
- e. Losses during the year due to default by counterparties to deposit or investment transactions _____
- f. Amounts recovered from prior-period losses which are not shown separately on the balance sheet _____

Legal or Contractual Provisions for Reverse Repurchase Agreements

- g. Source of legal or contractual authorization for use of reverse repurchase agreements _____
- h. Significant violations of legal or contractual provisions for reverse repurchase agreements that occurred during the year _____

Reverse Repurchase Agreements as of the Balance Sheet date

- i. Credit risk related to the reverse repurchase agreements (other than yield maintenance agreements) outstanding at balance sheet date, that is, the aggregate amount of reverse repurchase agreement obligations including accrued interest compared to aggregate market value of the securities underlying those agreements including interest _____
- j. Commitments on June 30, ____, to repurchase securities under yield maintenance agreements _____
- k. Market value on June 30, ____, of the securities to be repurchased _____
- l. Description of the terms of the agreements to repurchase _____
- m. Losses recognized during the year due to default by counterparties to reverse repurchase agreements _____
- n. Amounts recovered from prior-period losses which are not separately shown on the operating statement _____

Fair Value Disclosures

- o. Methods and significant assumptions used to estimate fair value of investments, if fair value is not based on quoted market prices _____
- p. Basis for determining which investments, if any, are reported at amortized cost _____

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- q. For investments in external investment pools that are not SEC-registered, a brief description of any regulatory oversight for the pool _____
- r. Whether the fair value of your investment in the external investment pool is the same as the value of the pool shares _____
- s. Any involuntary participation in an external investment pool _____
- t. If you are unable to obtain information from a pool sponsor to determine the fair value of your investment in the pool, methods used and significant assumptions made in determining that fair value and the reasons for having had to make such an estimate _____
- u. Any income from investments associated with one fund that is assigned to another fund _____

D. GENERAL FIXED ASSETS - CAPITAL LEASES ONLY

List, individually, those items of movable property with a value of \$5,000 or above (attach additional sheets as needed) and those buildings with a value of \$100,000 or above that are under capital leases (See definition on page 12). We no longer need a complete list of General Fixed Assets. The total must agree with the historical cost reflected in Column 1 of Note M (2) Schedule A.

<u>Description of Item</u>	<u>Movable Property Tag No.</u>	<u>Date Acquired</u>	<u>Historical Cost of Each Item</u>
None	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. INVENTORY OF MATERIALS AND SUPPLIES

In general, inventories are recorded as an expenditure when purchased. The cost value of inventory, determined under (perpetual or periodic) inventory system using the (FIFO, LIFO, etc.) valuation method, at the date of the financial statement is presented within the asset portion of the statement. A fund balance reserve for inventory equal to the amount of inventory is used to indicate that inventory is not an "available expendable resource". **NOTE: Do not include postage as inventory, include it as prepayments, if material.**

F. SEEDS

The agency is in receipt of a seed in the amount of \$ -0- as authorized by the joint approval of the State Treasurer and the Commissioner of Administration and drawn against the State Treasurer. The seed represents a liability to the unit and must be repaid if not reauthorized annually.

The breakdown of advances by unit are as follows:

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	<u>Fund</u>	<u>Date Authorized</u>	<u>Amount</u>
1.	_____	_____	\$ _____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
Total			\$ <u>0</u>

G. DEFERRED REVENUE

Deferred revenue represents revenue (generally federal) that was received during fiscal year 2008 and not yet earned. Certain federal grants may fit this description. The deferred revenue amount(s) is/are \$ N/A (federal), \$ _____ (self-generated), and/or \$ _____ (IAT).

H. OPERATING AND CAPITAL GRANTS FOR GASB 34 PRESENTATION

For OSRAP to complete the GASB 34 presentation, provide the following: the total operating grants and contributions were \$ 0, and the total capital grants and contributions were \$ _____.

- 1) Operating Grants-represent the total amount of the grant revenues for the year that are restricted by the grantor for operating purposes or that may be used for either capital or operating purposes at the discretion of the grantee.
- 2) Capital Grants-represent the total amount of the revenues for the year from grants restricted by the grantor for the acquisition, construction, or renovation of capital assets.

The sum of both should equal total federal revenues plus federal accruals.

I. JUDGMENTS, CLAIMS, AND SIMILAR CONTINGENCIES

Obligations and losses arising from judgments, claims, and similar contingencies are paid through the state's self-insurance fund and are not reflected in the accompanying special purpose financial statements. The self-insurance fund is operated by the Office of Risk Management, the state agency responsible for the state's risk management program.

Liability for claims and judgments should include specific incremental claim expenditures/expenses if known, or if it can be estimated (e.g., legal fees for outside legal assistance).

NOTE: Should you have claims which have not been submitted to Risk Management, include a schedule of these claims.

Claims and litigation cost of \$ 4,829 were incurred in the current year.

Disclose any guarantee of indebtedness even if there is only a remote chance that the government will be called on to honor its guarantee.

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Those agencies collecting federal funds, who have been informed that certain of their previously claimed costs were disallowed, should disclose the requested information in the schedule shown below. Show each possible disallowance separately.

<u>Program</u>	<u>Date of Disallowance</u>	<u>Amount</u>	<u>*Probability of Payment</u>	<u>Estimated Settlement Amount</u>
1. _____	_____	\$ _____	_____	\$ _____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

*Reasonably possible, probable, or unknown

J. LEAVE

1. Annual and Sick Leave

Employees earn and accumulate annual and sick leave at various rates depending on their years of service. The amount of annual and sick leave that may be accumulated by each employee is unlimited. Upon termination, employees or their heirs are compensated for up to 300 hours of unused annual leave at the employee's hourly rate of pay at the time of termination. Upon retirement, unused annual leave in excess of 300 hours plus unused sick leave is used to compute retirement benefits. Act 343 of 1993 allows members of the Louisiana State Employees' Retirement System, upon application for retirement, the option of receiving an actuarially determined lump sum payment for annual and sick leave which would otherwise have been used to compute years of service for retirement. The liability for unused annual leave payable at June 30, ____, computed in accordance with the Codification of Governmental Accounting and Financial Reporting Standards Section C80.104, is estimated to be \$ N/A. The leave payable is not recorded in the accompanying financial statements.

Civil Service General Circular Number 001155 states that classified employees belonging to the Teacher's Retirement System of Louisiana and to the Louisiana School Employee's Retirement System are not eligible for payment of unused sick leave upon retirement or death. L.R.S. 17:425 on the other hand provides for payment for up to 25 days of unused sick leave for members of these two systems. In Opinion Number 94-373, the Attorney General opined that the Civil Service Commission had jurisdiction over classified employees and therefore those members are not eligible for payment of unused sick leave. Because the Commission has no authority over unclassified employees, those members are eligible to receive such compensation. Should you have employees who upon retirement - or their heirs upon the employee's death - are compensated for up to 25 days of unused sick leave disclose the liability. The liability for this unused sick leave payable at June 30, 20__ is \$ N/A.

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2. Compensatory Leave (Use for Non-Exempt Employees)

Employees who are considered having non-exempt status according to the guidelines contained in the Fair Labor Standards Act may be paid for compensatory leave earned (K-time). Upon termination or transfer an employee will be paid for any time and one-half compensatory leave earned and may or may not be paid for any straight hour-for-hour compensatory leave earned. Compensation paid will be based on the employee's hourly rate of pay at termination or transfer. The liability for accrued payable compensatory leave at June 30, ___ computed in accordance with the Codification of Governmental Accounting and Financial Reporting Standards, Section C60.104 is estimated to be \$_____. The leave payable (is) (is not) recorded in the accompanying financial statements.

K. NOT USED

L. ENCUMBRANCES

The following are multi-year contracts whose payments are to be liquidated with statutorily dedicated funds only: (Show each year separately). The General Fund is not shown. An example would be certain payments made by the Department of Natural Resources. Obligations are made against the Wetlands Conservation and Restoration Fund for contracts which are let for two to five years in the future. **Be sure that you do not double count cooperative endeavors that are reported in Schedule 16.**

Examples:

Wetlands Fund N/A
Lottery Proceeds Fund _____

M. LEASE AND RENTAL COMMITMENTS

NOTE: Where five-year amounts are requested, list the total amount (sum) for the five-year period, not the annual amount for each of the five years.

Lease agreements, if any, have non-appropriation exculpatory clauses that allow lease cancellation if the Legislature does not make an appropriation for its continuation during any future fiscal period. Total operating lease expenditures for fiscal year 06 -08 amounted to \$ 1,800.

1. OPERATING LEASES

Operating leases are all leases which do not meet the criteria of a capital lease. Operating leases are grouped by nature (i.e. office space, equipment, etc.) and the annual rental payments for the next five fiscal years are presented in the following schedule. **NOTE: If lease payments extend past FY2018, create additional columns and report these future minimum lease payments in five year increments.**

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<u>Nature of lease</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014-2018</u>
a. Office space	\$ 1,800	\$ 1,800	\$ 1,500	\$ _____	\$ _____	\$ _____
Less leases on state office buildings financed through OFC.	_____	_____	_____	_____	_____	_____
b. Equipment	_____	_____	_____	_____	_____	_____
c. Land	_____	_____	_____	_____	_____	_____
d. Other	_____	_____	_____	_____	_____	_____
Total	\$ 1,800	\$ 1,800	\$ 1,500	\$ _____	\$ _____	\$ _____

Rental expense for operating leases with scheduled rent increases is based on the relevant lease agreement except in those cases where a temporary rent reduction is used as an inducement to enter the lease. In those instances, rental expense is determined on either a straight-line or interest basis over the term of the lease, as required by GASB 13, and not in accordance with lease terms. The agency does (does not) have leases with scheduled rent increases due to temporary rent reductions used as an inducement to enter the lease. The resulting revenues/expenses are (are not) shown on the statement of operations. If not included on the statement of operations, attach a schedule listing all such leases.

2. CAPITAL LEASES AND LEASE PURCHASES - Do not include leases on state office buildings financed through Office Facilities Corporation
 Capital leases are defined as an arrangement in which any one of the following conditions apply (1) ownership transfers by the end of the lease, (2) the lease contains a bargain purchase option, (3) the lease term is 75% of the asset life or (4) the discounted minimum lease payments are 90% of the fair market value of the asset.

Schedule A should be used to report all capital leases including new leases in effect as of 6/30/08. In schedule B, report only those new leases entered into during fiscal year 2007-2008. Note: LEAF leases should not be included in Schedule A or B.

SCHEDULE A – CAPITAL LEASES EXCEPT LEAF LEASES

<u>Nature of lease</u>	<u>Gross amount of leased asset (historical cost)</u>	<u>Remaining interest and executory costs to end of lease</u>	<u>Remaining principal to end of lease</u>	<u>Fund that pays lease</u>
a. Office space	\$ _____	\$ _____	\$ _____	_____
b. Equipment	_____	_____	_____	_____
c. Land	_____	_____	_____	_____
Total	\$ 0	\$ 0	\$ 0	_____

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30,

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2008: **NOTE:** If lease payments extend past FY2028, create additional columns and report these future minimum lease payments in five year increments.

	<u>Total</u>
2009	\$ _____
2010	_____
2011	_____
2012	_____
2013	_____
2014-2018	_____
2019-2023	_____
2024-2028	_____
Total minimum lease payments	_____
Less amounts representing executory costs	(_____)
Net minimum lease payments	_____
Less amounts representing interest	(_____)
Present value of net minimum lease payments	\$ <u>0</u>

SCHEDULE B – NEW AGENCY CAPITAL LEASES EXCEPT LEAF

<u>Nature of lease</u>	<u>Gross amount of leased asset (historical cost)</u>	<u>Remaining interest to end of lease</u>	<u>Remaining principal to end of lease</u>	<u>Fund that pays lease</u>
a. Office space	\$ _____	\$ _____	\$ _____	_____
b. Equipment	_____	N/A	_____	_____
c. Land	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	_____

Following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 20___: **NOTE:** If lease payments extend past FY2028, create additional columns and report these future minimum lease payments in five year increments.

	<u>Total</u>
2009	\$ _____
2010	_____
2011	_____
2012	_____
2013	_____
2014-2018	_____
2019-2023	_____
2024-2028	_____
Total minimum lease payments	_____
Less amounts representing executory costs	(_____)
Net minimum lease payments	_____
Less amounts representing interest	(_____)
Present value of net minimum lease payments	\$ <u>0</u>

3. **REVENUE LEASES**

LESSOR DIRECT FINANCING LEASES

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A lease is classified as a direct financing lease when (1) any one of the four capitalization criteria used to define a capital lease for the lessee is met and (2) both the following criteria are satisfied:

- Collectibility of the minimum lease payments is reasonably predictable.
- No important uncertainties surround the amount of the unreimbursable costs yet to be incurred by the lessor under the lease.

Provide a general description of the direct financing agreement, and complete the schedule below.

<u>Composition of lease</u>	<u>Minimum lease payment receivable</u>	<u>Remaining interest to end of lease</u>	<u>Remaining principal to end of lease</u>
a. Office space	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____
c. Land	_____	_____	_____
Less amounts representing executory costs	(_____)		
Minimum lease payment receivable	_____		
Less allowance for doubtful accounts	(_____)		
Net minimum lease payments receivable	_____		
Less estimated residual value of leased property	(_____)		
Less unearned income	(_____)		
Net investment in direct financing lease	\$ <u>0</u>		

Minimum lease payments do not include contingent rentals which may be received as stipulated in the lease contracts. Contingent rental payments occur if for example the use of the equipment, land, or building etc., exceeds a certain level of activity each year. Contingent rentals received for fiscal year 2008 were \$ _____ for office space, \$ _____ for equipment, and \$ _____ for land.

The agency received lease revenues for _____. Total revenues for fiscal year 20__ - 20__ totaled \$ _____. The following is a schedule by years of minimum lease receivable for the five succeeding fiscal years as of June 30, 2008: **NOTE: If lease receivables extend past FY2028, create additional columns and report these future minimum lease receivables in five year increments.**

	<u>Minimum Lease Receivables</u>
2009	\$ _____
2010	_____
2011	_____
2012	_____
2013	_____
2014-2018	_____
2019-2023	_____
2024-2028	_____
Total	\$ <u>0</u>

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4. LESSOR - Operating Lease

When a lease agreement does not satisfy at least one of the four criteria for reporting as a capital lease (common to both lessee and lessor accounting), and both of the criteria for a lessor (collectibility and no uncertain reimbursable costs), the lease is classified as an operating lease. In an operating lease, there is no simulated sale and the lessor simply records rent revenues as they become measurable and available.

Provide the cost and carrying amount, if different, of property on lease or held for leasing organized by major class of property and the amount of accumulated depreciation (optional for Governmental Funds) as of June 30, _____.

	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Carrying Amount</u>
a. Office Space	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____
c. Land	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

The following is a schedule by years of minimum future rentals on noncancellable operating lease(s) as of N/A (last day of fiscal year): **NOTE: If lease receivables extend past FY2018, create additional columns and report these future minimum lease receivables in five year increments.**

<u>Nature of lease</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014- 2018</u>
a. Office space	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____	_____	_____	_____
c. Land	_____	_____	_____	_____	_____	_____
d. Other	_____	_____	_____	_____	_____	_____
Total minimum future rentals	\$ _____					

Current Year lease revenues received in fiscal year _____ totaled \$ _____.

Contingent rentals received from operating leases for fiscal year 2008 were \$ _____ for office space, \$ _____ for equipment, and \$ _____ for land.

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N. RELATED PARTY TRANSACTIONS

List all related party transactions as defined by FASB 57 including the description of all relationships, the transactions, the dollar amount of the transactions and any amounts to or from which result from related party transactions.

O. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES

On-behalf payments for fringe benefits and salaries are direct payments made by one entity to a third-party recipient for the employees of another, legally separate entity. One of the two entities party to on-behalf payments for fringe benefits and salaries may be a non-governmental entity. On-behalf payments include pension plan contributions, employee health and life insurance premiums, and salary supplements or stipends.

- 1. Reporting:
 - a. Employer Entity: N/A

The amount of revenues recognized (received) during the year plus any receivables at year end by third-party recipients for fiscal year _____ is \$_____.

The amount of expenditures/expenses when the employer entity is not legally obligated to make payments is recognized as the amount of revenues recognized. The amount of expenditures/expenses recognized for fiscal year _____ is \$_____.

The amount of expenditures/expenses when the employer entity is legally obligated to make payments is recognized based on the accounting standards applicable to that type of transaction. For example, if contributions are made to a pension plan, the expenditure/expense should be recognized following pension accounting standards. The amount of expenditures/expenses recognized for fiscal year _____ is \$_____.

- b. Paying Entity:

A paying entity would not recognize any revenues for on-behalf payments for fringe benefits.

The amount of expenditures/expenses recognized and classified by the paying entity is the same amount it would use to classify similar cash grants to other entities. The amount of expenditures/expenses recognized for fiscal year _____ is \$_____.

- 2. Disclosure:

The following on-behalf payments that are contributions to a pension plan for which the agency is not legally responsible are:

<u>Contributor</u>	<u>Pension Plan</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____

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P. PASS-THROUGH GRANTS N/A

Pass-through grants are grants and other forms of financial assistance received by governmental entities to be transferred to or spent, according to legal or contractual requirements, on behalf of secondary recipients, which may or may not be governmental entities or agencies. Report only the pass-through grants that are in the agency's revenue and expenditure statements in this packet. Do not report pass-through arrangements in this note where the state functions as a pure cash conduit. To function as a pure cash conduit, the state must have no administrative involvement with the program, and the state may have no direct financial involvement with the grant program. Pure cash conduits should be reported in the Escrow Fund (Schedule 6-1.) Separate each type of grant and provide totals. Pass-through grants are grants which meet any of the following criteria:

- a) The government entity monitors secondary recipients for compliance with program requirements.
- b) The governmental entity determines secondary recipient's eligibility even if the grantor's eligibility criteria are used.
- c) The governmental entity is able to determine how grant funds are to be allocated.
- d) The governmental entity has direct financial involvement in administration of the grant, such as financing part of the program costs for matching purposes or being liable for disallowed costs. This does not apply to incidental administrative costs.

<u>Grant Name</u>	<u>Federal Identification Number</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Q. IN-KIND CONTRIBUTIONS N/A

(List all in-kind contributions that are not included in the accompanying financial statements.)

<u>In-Kind Contributions</u>	<u>Cost/Estimated Cost/ Fair Market Value as Determined by Grantor</u>
_____	\$ _____
_____	_____
_____	_____
Total	\$ _____

(NOTE: In-kind contributions represent things of value donated or received by your agency from an outside source which would otherwise create an expenditure to the agency if the agency was required to purchase the goods or services from current resources. Examples are 1) pharmacy items donated to a state hospital from a pharmaceutical company, 2) food items donated to a state prison from the U.S. Department of Agriculture, or 3) donated fixed assets, recorded at fair market value, and also recorded in general fixed assets. Do not include within the in-kind contribution funds contributed by local governments or nonprofit organizations to provide program matching shares.

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R. PAYROLL AND RELATED BENEFITS ACCRUAL

Agencies will be required to reflect the 2007-2008 accrued personal services cost for this fiscal year on the accompanying financial statement. The following schedule will aid you in doing so. As most agency units pay their employees biweekly this would require a fiscal year 2006-07 accrual calculation based on Ten (10) days and the fiscal year 2007-08 calculation will be based on Ten (10) days. Agencies must also determine the federal match on this accrual calculation.

	<u>FY 2006-07</u>	<u>FY 2007-08</u>
1. 07/6/07 Payroll (gross & related)	\$ _____	
2. 07/3/08 Payroll (gross & related)	<u>X 100.0%</u>	\$ _____ <u>X 110.0%</u>
2a. Payroll accrual	_____	_____
2b. Add voids and supplementals (off cycle) paid in the 45 day close with prior year appropriations.	_____	_____
3. Total payroll accruals	\$ _____	\$ 0
4. Estimated federal receivable attributed to the accrual shown above	\$ _____	\$ 0
<u>Total Agency Expenditures</u>		
5. Total programs from Schedule 1		23,185
6. Less: 2006-07 accrual from line 3, column 1 above		910
7. Plus: 2007-08 accrual from line 3, column 2 above		1,085
8. To Statement B (this should be the total for <u>all</u> programs)		\$ 23,360
<u>Total Federal Revenue</u>		
9. Federal Funds from Schedule 3, column VIII, line A or Schedule 3-1, column V, line 1 (Federal)		_____
10. Less: 2006-07 accrual from line 4, column 1 above		_____
11. Plus: 2007-08 accrual from line 4, column 2 above		_____
12. Less: Deferred Revenue from Note G (Federal)		_____
13. To Statement B (line 4) Federal Funds		\$ 0

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Accrual by Programs:	Payroll	Federal Receivable
Program 1 _____	\$ _____	\$ _____
Program 2 _____	_____	_____
Program 3 _____	_____	_____
Program 4 _____	_____	_____
 Total	 \$ <u>0</u>	 \$ <u>0</u>

S. TOTAL COLUMNS ON COMBINED STATEMENTS - MEMORANDUM ONLY

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations. Neither is such data comparable to a consolidation.

T. FUND DEFICITS

The following individual funds had deficits for the year ended June 30, __:

<u>Fund</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____
Total	\$ <u>0</u>

These deficits were the results of (describe): _____

The deficits will be resolved (describe): _____

U. RESERVE FOR CONTINUING OPERATION (S)

The unit is by statute allowed to retain residual fund balance in order to finance future operations. For the fiscal year ended June 30, __, \$ _____ was the amount reserved.

<u>Office/Fund</u>	<u>Louisiana Revised Statutes</u>	<u>Reserve for Continuing Operations</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		\$ <u>0</u>

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Y. LAND AND LAND IMPROVEMENTS (not reported to State Land Office or Facility Planning and Control)

Some agencies may acquire land or make land improvements that are not reported to the State Land Office or Facility Planning and Control. Land improvements are those betterments, improvements, and site preparations that ready land for its intended use. Some examples of land improvements would be excavation, filling, grading, and demolition of existing buildings, and removal or relocation of other property (telephone or power lines). Other land improvements are built or installed to enhance or facilitate the use of the land for a particular purpose and may include walking paths and trails, fences and gates, landscaping, sprinkler systems, fountains, and beaches. Land and land improvements should be reported at cost, estimated cost, or estimated fair value at date of acquisition and should include all expenses necessary to obtain title such as legal fees.

List individually all land acquisitions and any improvements to land that the agency has made during the fiscal year that is not reported to the State Land Office or Facility Planning and Control:

<u>Description of Land or Improvement</u>	<u>Cost</u>
_____	\$ <u>N/A</u> _____
_____	_____
_____	_____
_____	_____

Z. IMPAIRMENT OF CAPITAL ASSETS N/A

GASB 42 establishes accounting and financial reporting standards for impairment of capital assets and for insurance recoveries. Governments are required to evaluate prominent events or changes in circumstances affecting capital assets to determine whether impairment of a capital asset has occurred. A capital asset generally should be considered impaired if both (a) the decline in service utility of the capital asset is large in magnitude and (b) the event or change in circumstance is outside the normal life cycle of the capital asset. See Appendix B for more information on GASB 42 and Impaired Capital Assets.

Please complete the schedule below for buildings and movable property that were permanently impaired in FY 2008. Insurance recoveries should be used to offset those impairment losses if received in the same year as the impairment. Include these insurance recoveries in the sixth column in the table below. (There are five different indicators of impairment described in Appendix B, (1) Physical damage, (2) enactment of laws, etc. List the appropriate number (1-5) to identify the indicator of impairment in the last column.)

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<u>Building ID or Type of Movable Property or Equip.</u>	<u>Tag # (if applicable)</u>	<u>(Estimated) Restoration Cost</u>	<u>Orig.Cost + Additions & Modifications</u>	<u>Replace- ment Value</u>	<u>Insurance Recovery in the Same FY</u>	<u>Indicator of Impairment</u>

If your entity has capitalized infrastructure assets (expenditures of \$3 million per agency per year) that have been impaired as described in Appendix B, please provide the following information:

<u>Description</u>	<u>Amount of Impairment Loss Before Insurance Recovery</u>	<u>Insurance Recovery in Same Year</u>	<u>Net Impairment Loss</u>	<u>Indicator of Impairment</u>	<u>Reason for Impairment (e.g. Hurricane)</u>

Insurance recoveries received in FY 07-08 related to impairment of capital assets should be reported as program revenues, nonoperating revenues, or extraordinary items, as appropriate. Indicate in the following schedule the amount, revenue organization, and source code of insurance recoveries not included in the schedule above.

<u>Type of Asset</u>	<u>Amount of Insurance Recovery</u>	<u>Revenue Organization</u>	<u>Revenue Source Code</u>	<u>Reason for Insurance Recovery (e.g. fire)</u>
<u>Buildings</u>				
<u>Movable Property</u>				
<u>Infrastructure</u>				

The carrying amount of impaired capital assets that are idle at year-end should be disclosed, regardless of whether the impairment is considered permanent or temporary. The following capital assets were idle at the end of the fiscal year. (Include any permanently impaired capital assets listed above that were idle at the end of the fiscal year, any temporarily impaired capital assets, and any assets impaired in prior years that are still idle at the end of the current fiscal year. If the carrying value of the capital asset is unknown, indicate "unknown".)

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<u>Type of asset</u>	<u>Tag number(s) or building ID(s)</u>	<u>Carrying Value of Idle Impaired Assets</u>	<u>Reason for Impairment</u>
Buildings-permanently impaired	_____	_____	_____
Buildings-temporarily impaired	_____	_____	_____
Movable Property-permanently impaired	_____	_____	_____
Movable Property-temporarily impaired	_____	_____	_____
Infrastructure-permanently impaired	_____	_____	_____
Infrastructure-temporarily impaired	_____	_____	_____

AA. EMPLOYEE TERMINATION BENEFITS N/A

Termination benefits are benefits, other than salaries and wages that are provided by employers as settlement for involuntary terminations initiated by management, or as an incentive for voluntary terminations initiated by employees. Involuntary termination benefits include benefits such as payment for unused leave balances. Voluntary termination benefits include benefits such as enhanced early retirement options resulting from an approved early retirement plan and payment for unused leave balances.

Other termination benefits may include:

1. Early retirement incentives, such as cash payments, enhancement to defined benefit formula
2. Health care coverage when none would otherwise be provided (COBRA)
3. Compensated absences, including payments for leave balances
4. Payments due to early release from employment contracts

GASB 47 requires the following disclosures about an employer's accounting for employee termination benefits:

1. A description of the termination benefit arrangement(s)
2. Year the state becomes obligated
3. Number of employees affected
4. Cost of termination benefits
5. Type of benefit(s) provided
6. The period of time over which the benefits are expected to be provided
7. If the termination benefit affects the defined benefit pension (OPEB) obligations, disclose the change in the actuarial accrued liability for the pension or OPEB plan attributable to the termination benefit.
8. When termination liabilities are reported, disclose the significant methods and assumptions used to determine the liabilities to be disclosed (for as long as the liability is reported).

The GASB 47 note disclosures listed below are provided as an example and should be modified as necessary.

Substantially all employees are eligible for termination benefits upon separation from the state. The agency recognizes the cost of providing these benefits as expenditures when paid during the year. For 2008, the cost of providing those benefits for _____ (number of) voluntary terminations totaled \$ _____. For 2008, the cost of providing those benefits for _____ (number of) involuntary terminations totaled \$ _____.

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The liability for the accrued voluntary terminations benefits payable at June 30, _____ is \$_____. This liability consists of _____ (number of) voluntary terminations. The liability for the accrued involuntary terminations benefits payable at June 30, _____ is \$_____. This liability consists of _____ (number of) involuntary terminations.

If a termination benefit is not recognized because the expected benefits are not estimable, the employer should disclose that fact. Briefly describe termination benefits provided to employees as discussed above. If none, please state that fact.

A terminated employee can continue to access health benefits, however, if the COBRA participant is paying the ENTIRE premium then there is no state contribution on behalf of this individual. Therefore, when a terminated employee pays 100% of the premium, the state would not have a termination liability.

BB. CAPITALIZED SOFTWARE N/A

Currently, computer software is not required to be recorded in InCircuit's Asset Management System (Protégé); however, some entities use Protégé for recording computer software. Computer software under OSRAP's threshold of \$1 million should not be considered part of the State's movable property. In order for OSRAP to determine the amount of computer software in Protégé that should not be included in the State's movable property, please provide the following for all computer software recorded in Protégé with an acquisition cost between \$5,000 and \$1 million:

<u>Software Name (as it Appears in Protégé)</u>	<u>Asset #</u>	<u>Acquisition Cost</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
	Total	\$ _____

If your entity has purchased or licensed computer software with an acquisition cost of at least \$1,000,000 that is not recorded in Protégé, please provide the following: (Note: To prevent OSRAP from double counting, only list software meeting the \$1 million threshold that is not in Protégé.)

<u>Software Name</u>	<u>Acquisition Cost</u>	<u>Acquisition Date</u>
_____	\$ _____	_____
_____	_____	_____
_____	_____	_____
Total	\$ _____	_____

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CC. REVENUES - PLEDGE OR SOLD (GASB 48) N/A

1. PLEDGED REVENUES

Pledged revenues are specific revenues that have been formally committed to directly collateralized or secure debt of the pledging government, or directly or indirectly collateralize or secure debt of a component unit. Pledged revenues must be disclosed for each period in which the secured debt remains outstanding and for each secured debt issued.

Provide the following information about the specific revenue pledged:

a. Identify the specific pledge revenue:

- Specific pledge revenue is _____
- Debt secured by the pledge revenue (amount) _____
- Approximate amount of pledge _____
(equal to the remaining principal and interest requirements)

b. Term of the commitment: _____

(number of years, beginning and ending dates by month and year that the revenue will not be available for other purposes)

c. General purpose for the debt secured by the pledge: _____

d. Relationship of the pledged amount to the specific revenue: _____

(the proportion of the specific revenue that has been pledged)

e. Comparison of the pledged revenues (current year information):

- Principal requirements _____
- Interest requirements _____
- Pledged revenues recognized during the period _____
(gross pledged revenue minus specified operating expenses)

NOTE: For the first year of this note, please send a copy of the following sections of the official bond statement

- Cover page
- Introductory statement
- Plan of financing
- Security for the bond (pledged revenue information)

2. FUTURE REVENUES REPORTED AS A SALE

Future revenues reported as a sale are proceeds that an agency/entity received in exchange for the rights to future cash flows from specific future revenues and for which the agency/entity's continuing involvement with those revenues or receivables is effectively terminated. (See Appendix D)

Provide the following information in the year of the sale ONLY:

a. Identify the specific revenue sold:

- the revenue sold is _____

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- the approximate amount _____
 - significant assumptions used in determining the approximate amount _____
- b. Period of the sale: _____
- c. Relationship of the sold amount to the total for that specific revenue: _____
- d. Comparison of the sale:
- proceeds of the sale _____
 - present value of the future revenues sold _____
 - significant assumptions in determining the present value _____
- _____